



Reach Academy  
**Feltham**  
A REACH SCHOOL

# Estates Assistant



Reach Academy Feltham

# Welcome,

We're delighted to be the co-headteachers of [Reach Academy Feltham](#), an all-through school that is dedicated to achieving its vision that:

*every single pupil will leave us with the skills, attributes and academic qualifications to go on to enjoy lives of choice and opportunity*

At Reach Academy Feltham we believe it is impossible to teach to high standards unless the teacher knows the children, both personally and academically. By keeping the school small, we believe it can create a community where no pupil is left behind, providing every student with the opportunity to achieve academic success.



Tilly  
Browne



Manjit  
More

## We need new teachers and leaders to continue our development.

In the following pack, we hope to do the following:

- Share some background information about the evolution and direction of **Reach Schools**;
- Provide a description of the role with an indication of the types of skills and attributes we're looking for; and,
- Provide information about **how to apply** for the role.

If you have any questions at all, please don't hesitate to contact

[Matilda.Browne@reachacademy.org.uk](mailto:Matilda.Browne@reachacademy.org.uk) .

Kind regards,

Manjit and Tilly

# About us

Reach Schools



**Reach  
Schools**

## Reach Schools

**Reach Schools** is the name of our multi-academy trust. It belongs to a wider ecosystem of organisations based in Feltham that works to incubate ideas and improve outcomes for our community in Feltham—and beyond.

**Reach Schools** works in partnership with **The Reach Foundation** to *deepen* our impact locally and *expand* the impact of our pioneering work nationally. The following pages provide a quick overview of our schools and some related activities.

*Further information about Reach Schools' evolution can be found [here](#).*

# About Reach Schools

Everyone at **Reach Schools** believes—passionately and immovably—that *every* child can and should go on to enjoy lives of choice and opportunity.

This core belief drives everything we do. We draw purpose from it, it provides us with a shared vision for every child we work with, and it fuels our tenacity to work together to make it so.

We have the most brilliant, kind and passionate team you could ever wish to work with or have your child grow into adulthood under the guidance of. We are up for doing exciting things, taking calculated risks, and championing the children who need it the most.



Every Reach school exists to serve this shared purpose. Every Reach school strives to ensure that ***every single pupil will leave us with the skills, attributes and academic qualifications to go on to enjoy lives of choice and opportunity.***

To do this, all Reach schools bring their respective communities together to affirm a shared dedication and commitment to do whatever it takes to secure successful outcomes for the children we love and care for.

All Reach schools hold the highest academic expectations while maintaining a loving, family-focused culture.

All Reach schools aim to know *every* pupil as an individual; harnessing the power of family relationships and all-through knowledge to ensure that we can tailor our curriculum, support and resources to meet each child's needs and desires.



Reach Academy  
**Feltham**

est. 2012

Our first all-through school.

We've created a community of pupils, parents and teachers united by the highest expectations of what every young person can achieve *and* the commitment to do whatever it takes to help them get there.



**Feltham  
College**

est. 2022

Feltham College is our pioneering sixth form college in the country, and the first to be founded by a partnership of education, business, and health service providers whose sole focus is broadening choices and opportunities for young people in Feltham.



Reach Academy  
**Hanworth Park**

est. 2024

Our new all-through school.

Opened in September 2024, Reach Academy Hanworth Park serves 1,080 pupils in Feltham; located on a site adjacent to Reach Academy Feltham.

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**REACH  
TEACHER  
TRAINING**

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est. 2020

In addition to running our schools in Feltham, Reach Schools has a track record of producing exceptional teachers who serve our community. In collaboration with the Ted Wragg Teacher Training Partnership, we run our own **Initial Teacher Training** programme to train the next generation of great teachers.



## Reach Foundation

The **Reach Foundation** is the sister organisation of **Reach Schools**. The Foundation works in partnership with schools, trusts and related organisations around the country to develop and deliver integrated pipelines of cradle-to-career support grounded in great schools, based on the work which continues to be done at Reach Academy Feltham.

At present, the Foundation is focusing its efforts on:

- Building partnerships with all-through schools and trusts to curate insights and accelerate change by facilitating peer-to-peer learning and sharing our insights with schools and policymakers nationwide.
- Developing school and trust leaders with the capacity to catalyse and sustain the transformational change their communities desire by delivering highly-focused leadership programmes to ensure these leaders possess the knowledge, agency and relationships to affect systems change.

# About the role

Estates Assistant , Reach Academy Feltham

# Role overview

**The role of Estates Assistant plays a critical role within the school – being responsible in particular for the safety and security of the whole school site.**

The person will be a keyholder and will open the site at 6am in the week as standard. Flexibility might be required to support other shifts when members of the team are on leave which might include closing at 10pm and working weekends from 8am-4.30pm.

The role includes a wide range of duties and responsibilities connected with the fabric and grounds of the school. These responsibilities include security, portage, monitoring contracts/contractors, routine maintenance and refurbishment as well as minor repairs/painting/decorating.

# Role details

**Job Title:** Estates Assistant

**Reports to:** Trust Estates Lead

**Start date:** Mid-August/September

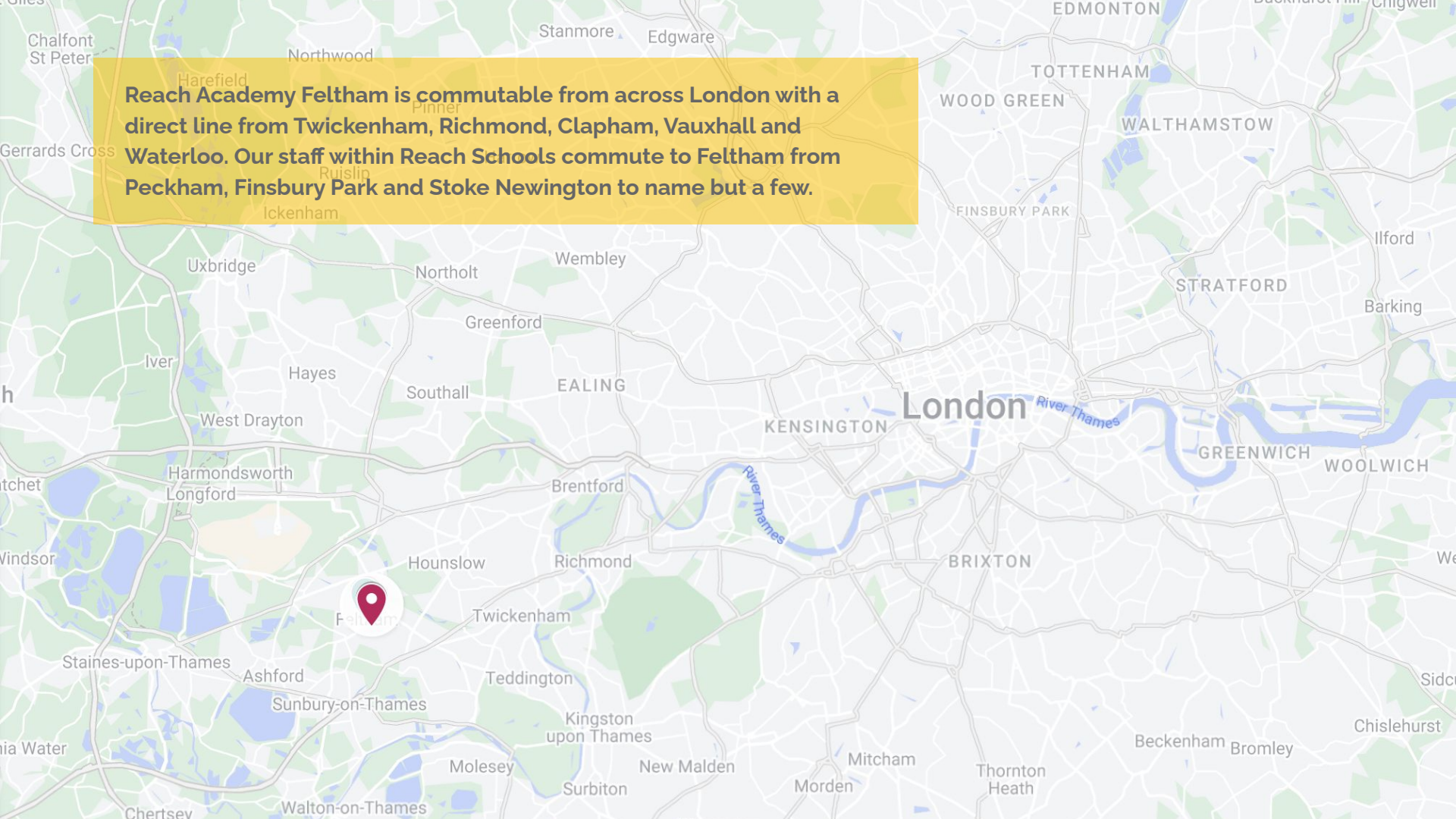
**Salary:** £30,867 (SA1)

**Hours:** 40 hours 6am-3pm (with flexibility to cover other shifts from 6am-10pm and at weekends as required).

**Location:** Feltham

We embrace flexible working and have extensive experience of team members working flexibly.

**Reach Academy Feltham is commutable from across London with a direct line from Twickenham, Richmond, Clapham, Vauxhall and Waterloo. Our staff within Reach Schools commute to Feltham from Peckham, Finsbury Park and Stoke Newington to name but a few.**



# Personal specification

- Previous experience in an estates role, preferably in a school (D)
- Basic DIY and maintenance (e.g. painting) skills (R)
- Good communication skills (R)
- Good organisation skills (R)
- Good understanding of health and safety procedures (R)
- Ability to work independently and use initiative (R)
- First aid trained (D)

# Main Responsibilities

## Health and Safety

- To conduct regular monitoring of the building, identifying issues relating to H&S and addressing them quickly.
- Conduct fire alarm testing.
- Conduct other checks on our compliance software on a rolling schedule.

## General Site Duties

- To oversee deliveries, storage and distribution.
- To oversee the effective, safe and tidy storage of curriculum items and other materials.
- To set up for events: furniture and equipment and making good afterwards according to the calendar
- To set up office/classroom moves.
- To undertake portering tasks.
- To undertake recycling removal across both sites
- To be proactive throughout the working day into identifying and resolving issues across both sites.

# Main responsibilities

## Cleaning

- To be responsible for cleaning certain parts of the school site as allocated by the Estates Lead (this may vary from time to time).
- To use cleaning materials as instructed by the Estates Lead.
- To empty and clean bins and remove waste to designated areas.
- To spot clean spillages.
- Ensure all areas of the school are regularly stocked with consumables.
- To wash off dirty marks on walls, tiling and mirrors.

# Main responsibilities

## Building Maintenance

- To undertake reactive maintenance, equipment damage and cleaning—such as light replacement, furniture construction, drainage and decorating.
- To supervise any onsite contractors as appropriate.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory e.g. cleaning duties such as graffiti removal, litter-picking and leaf clearance , weed removal
- Undertake regular site inspections and identify and record repair and maintenance requirements liaising with the Estates Lead
- Detect and report any building defects
- Undertake any minor repairs and general maintenance.
- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
- To organise and carry out improvement work e.g. erecting shelves, notice boards, bookshelves etc
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter, leaves and weeds
- Conduct regular checks of equipment across the school & Identify defects and record repair and maintenance requirements

# Main responsibilities

## Resources

- Be responsible for maintaining records, information and data about the site
- Assist in safety audits of the premises and contribute to relevant risk assessment activity
- Promote and ensure the health and safety of pupils, staff & visitors in accordance with appropriate health & safety legislation] at all times
- Create and maintain a purposeful, orderly and productive working environment
- Stock medical boxes and ensure supplies are ordered

## Portering

- Portering duties e.g. moving furniture and equipment, dealing with deliveries of goods
- Set up and clear tables and benches for the lunchtime sitting in the School Hall
- Set up and clear furniture and equipment as required
- Monitor and manage stock (e.g. paper)
- Comply with health and safety policies, legislation and procedures at all time Promote and ensure the health and safety of pupils, staff

# Main responsibilities

## Security

- Keyholder for site and responsible for opening and closing and securing the site where required
- Monitor the school gates in the morning and at the end of the day, when required
- Monitor CCTV where appropriate
- Support with lettings and visitors where required

## Other

- To adhere to health and safety and other relevant policies.
- Deal effectively and sensitively with child protection issues, including reporting any concerns in line with the school policy.
- To be open to completing First aid & Fire Warden training
- Contribute to the overall ethos, work and aims of the school
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration

# Employee benefits

We care deeply about our entire team. In order to take care of our students, we need to take care of one another. For this reason, Reach Schools offer great employee benefits throughout the year. These include:

- London Living Wages
- Higher pay than our counterparts
- Reduced childcare costs for staff
- Generous pension schemes
- Free Friday breakfast
- Access to trained counsellors
- 10 inset days
- 5 days term time leave
- Flexible working
- Free Friday breakfast
- Gym membership discount
- Access to apprenticeship courses

For the full list, see our Reach Schools Staff Benefits brochure [here](#).

# About the process

How to apply

# How to apply

1. Please **read our ['Safer recruitment' statement](#)** on the following pages below.
2. **[Follow this link](#)** to **complete an online application form.**
  - The deadline for application is 15th June 2026. We actively encourage early applications. Applications will be reviewed as and when they are received.
3. Suitable candidates will be contacted and invited to attend a **virtual/telephone screening**.
4. **In-person interviews** will be held on a rolling basis.

If you would like to have an informal conversation to discuss the role, please contact the People and Operations Director on [ciaran.fitzgerald@reachacademy.org.uk](mailto:ciaran.fitzgerald@reachacademy.org.uk)

# Safer recruitment

Reach Academy is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

## Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

## **Interview**

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process, candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

## **Reference checking**

References from previous and current employers will be taken up for shortlisted candidates before interview and, where necessary, employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

## **Online searches**

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

## **Probation**

All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

## **Equal opportunities**

Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing all types of diversity across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact [recruitment@reachacademy.org.uk](mailto:recruitment@reachacademy.org.uk).